

TITLE 515 PROFESSIONAL STANDARDS BOARD

LSA Document #02-314 (F)

DIGEST

Adds 515 IAC 1-7 to define continuing education requirements for the renewal of certain proficient practitioner licenses and for all instructional, school services, instructional supervision, administrative standard and professional licenses.
July 1, 2003.

515 IAC 1-7

SECTION 1. 515 IAC 1-7 IS ADDED TO READ AS FOLLOWS:

Rule 7. Renewal of Licenses

515 IAC 1-7-1 “Academic content standards” defined

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 1. As used in this rule, “academic content standards” mean expectations of what a student should know and be able to do as adopted by the Indiana state board of education. (*Professional Standards Board; 515 IAC 1-7-1*)

515 IAC 1-7-2 “Board” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 2. As used in this rule, “board” means the professional standards board. (*Professional Standards Board; 515 IAC 1-7-2*)

515 IAC 1-7-3 “Certification renewal credit” or “CRU” defined

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 3. As used in this rule, “certification renewal credit” or “CRU” means credit for two (2) contact hours experienced by an applicant during a class that is presented by a sponsor approved by the board and is designed to improve the skills of a teacher. (*Professional Standards Board; 515 IAC 1-7-3*)

515 IAC 1-7-4 “License” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 4. As used in this rule, “license” means the following:

- (1) A proficient practitioner license.
- (2) A standard license.
- (3) A provisional license issued under this title.

(*Professional Standards Board; 515 IAC 1-7-4*)

515 IAC 1-7-5 “License renewal report” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 5. As used in this rule, “license renewal report” includes the professional growth plan prepared by the applicant and any additional documentation as required by the board. (*Professional Standards Board; 515 IAC 1-7-5*)

515 IAC 1-7-6 “Licensing advisor” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 6. As used in this rule, “licensing advisor” means the person at an accredited teacher preparation institution who is responsible for advising students who are studying to be teachers with respect to licensing requirements. (*Professional Standards Board; 515 IAC 1-7-6*)

515 IAC 1-7-7 “Professional growth experiences” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 7. As used in this rule, “professional growth experiences” means professional experiences based on the following:

- (1) Principles promulgated by the Interstate New Teacher Assessment and Support Consortium (INTASC) in its *Model Standards for Beginning Teacher Licensing and Development: A Resource for State Dialogue*, current 1992 edition, which are incorporated herein by reference, copies of which are available from INTASC, One Massachusetts Avenue, NW, Suite 700, Washington, D.C. 20001.
- (2) Content and development standards set forth in administrative rules promulgated by the board.
- (3) Standards promulgated by the National Board for Professional Teaching Standards (NBPTS) in its *Guide to National Board Certification*, current 2002-2003 edition, which is incorporated herein by reference, copies of which are available from 26555 Evergreen Road, Suite 400, Southfield, Michigan 48076, or online at www.nbpts.org.
- (4) Standards promulgated by the Interstate School Leaders Licensure Consortium (ISLLC) of the Council of Chief State School Officers (CCSSO), copies of which are available from CCSSO.

(*Professional Standards Board; 515 IAC 1-7-7*)

515 IAC 1-7-8 “Professional growth plan” defined

Authority: IC 20-1-1.4-7

Affected: IC 20-6.1-2-1

Sec. 8. As used in this rule, “professional growth plan” means a report submitted by an applicant that demonstrates goals and strategies related to the following:

- (1) The Interstate New Teacher Assessment and Support Consortium principles, board content, and development standards.
- (2) The National Board for Professional Teaching standards.
- (3) The Indiana state board of education’s core professional development principles.
- (4) The standards of Interstate School Leaders Licensure Consortium.

The plan must include a minimum of ninety (90) professional growth experience points (*Professional Standards Board; 515 IAC 1-7-8*)

515 IAC 1-7-9 “Rule 46-47 basis” defined

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 9. As used in this rule, “Rule 46-47 basis” means a teaching license that was issued pursuant to the requirements of this article. (*Professional Standards Board; 515 IAC 1-7-9*)

515 IAC 1-7-10 “Standards-based” defined

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 10. As used in this rule, “standards-based” means teaching and learning that is based on content as adopted by the Indiana state board of education and on standards as adopted by the board. (*Professional Standards Board; 515 IAC 1-7-10*)

515 IAC 1-7-11 “Teaching standards” defined

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 11. As used in this rule, “teaching standards” means expectations of what teachers, school administrators, and school service persons should know and be able to do to assist learning for students as adopted by the board. (*Professional Standards Board; 515 IAC 1-7-11*)

515 IAC 1-7-12 Application requirements for renewal of proficient practitioner licenses and standard licenses

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec 12. A proficient practitioner license is a renewable five (5) year license issued by the board to a teacher, school administrator, or school services person who has successfully completed the two (2) year assessment program as defined by 515 IAC 1-4, or other equivalent assessment or experience as defined by the board. An application for renewal of a proficient practitioner license or a standard license must include the following:

- (1) Completed application form approved by the board, which application may be submitted electronically.
- (2) Limited criminal history report issued by the Indiana state police not earlier than one (1) year prior to the board’s receipt of the application.
- (3) The application fee prescribed by 515 IAC 1-2-19, which fee may be submitted electronically if arrangements to accept electronic payment have been made by the board.
- (4) Documents or other verification that the requirements of this rule have been met.
- (5) Any additional documentation required by the board.

(*Professional Standards Board; 515 IAC 1-7-12*)

515 IAC 1-7-13 Renewal of standard licenses with a Rule 46-47 basis and issued before December 31, 2007; Bulletin 400 provisional licenses; and Bulletin 192 licenses

Authority: IC 20-1-1.4-9

Affected: IC 20-1-11.3; IC 20-5-11; IC 20-6.1-2-1; IC 36-1-7

Sec. 13. An applicant for the renewal of a standard license with a Rule 46-47 basis that was issued before December 31, 2007, must meet the following requirements:

- (1) An applicant who has:
 - (A) obtained a master’s degree in accordance with 515 IAC 1-1;
 - (B) completed five (5) years’ teaching experience in accredited schools at the level and in one (1) or more areas covered by the license; and
 - (C) met the other requirements for such a license;

may be issued a renewal license that will be valid for ten (10) years and renewable for five (5) years thereafter as provided in 515 IAC 1-1.

- (2) An applicant who has completed six (6) semester hours of academic credit approved by the board and earned, prior to December 31, 2012, ninety (90) certification renewal units (CRUs) or an equivalent combination of academic credit and CRUs, may be issued a renewal license, provided, however, that, for purposes of this subdivision, CRUs shall be the equivalent of semester hours and quarter hours of academic credit in the ratios set forth in subdivision (5)(A) and, provided further, that academic credits and CRUs shall count toward license renewal only if they are earned during the five (5) year period immediately preceding the submission of the application for renewal.

- (3) Academic credit must be earned in the applicant’s certification major, certification minor, or professional education. Credits or CRUs in excess of the minimum required for renewal of the current license will not count toward a subsequent renewal.

- (4) CRUs are granted for experiences that will aid applicants in maintaining and improving professional capabilities in areas of licensure.

- (5) CRUs will be granted as follows:

- (A) One (1) CRU will be granted for each two (2) contact hours of participation in an organized educational experience leading to improved instruction under responsible sponsorship, capable direction, and qualified instruction. Ten (10) CRUs will be granted for each quarter hour of academic credit that is related to professional growth. Fifteen (15) CRUs will be granted for each semester hour of academic credit that is related

to professional growth. Programs used for professional growth experiences as part of an applicant's professional growth plan do not require approval.

(B) A CRU program provider will not be approved by the board unless it is one (1) of the following:

- (i) A bona fide professional educator organization organized under Indiana law.
- (ii) An accredited college or university.
- (iii) A school corporation or combination of school corporations.
- (iv) An educational service center organized under IC 20-1-11.3.
- (v) A joint program organized under IC 20-5-11.
- (vi) An interlocal agreement organized under IC 36-1-7.
- (vii) By the Indiana state board of education through the Indiana department of education, provided however, a professional teacher organization will not be approved by the board unless it files with the board, using the board's form, a report setting forth its name, address, and other information required by the board's form. Thereafter, the report shall be filed with the board annually on the anniversary of the provider's approval by the board.

An individual program sponsored by an approved provider will not be accepted for license renewal unless it is aligned with the standards defined in section 11 of this rule.

(C) Organizations offering CRUs shall issue to each eligible participant a uniform certificate of completion denoting the number of hours attended or CRUs earned. Each participant is responsible for maintaining his or her record for submission to the board at the time of license renewal.

(D) In order to qualify for renewal of a standard or provisional license in instructional supervision, school services, school services personnel, or administration, a licensee must meet the requirements for renewal or professionalization set forth in 515 IAC 1-1, whereupon, the licensee will qualify for a professional (nonlife) license that will be initially issued for ten (10) years and will be renewable thereafter for five (5) year periods under this rule.

(E) If the credits used to renew a license are semester or quarter hour units, the licensing advisor at the applicant's institution will make the necessary recommendation as to whether the license should be renewed.

(F) A license issued pursuant to 515 IAC 1-1 is eligible for renewal for subsequent five (5) year periods if all other requirements are met.

(G) An applicant who has:

- (i) obtained a master's degree in accordance with 515 IAC 1-1;
- (ii) completed the professional education course requirements for a license under 515 IAC 1-1;
- (iii) five (5) years of teaching experience at an accredited school at the level and in one (1) or more areas covered by the license; and
- (iv) met the other requirements for such a license may be issued a professional (nonlife) license.

(H) A license obtained under clause (G) must be renewed under section 12 of this rule.

(I) A person who completes an approved teacher education program and fails to acquire an Indiana standard license within five (5) years thereafter must complete an additional six (6) semester hours of academic credit at an approved teacher preparation institution before applying for a teaching license.

(J) Only academic credits earned after March 31, 1988, under this clause will apply toward the renewal of an Indiana license prior to the applicant obtaining a master's degree or thirty-six (36) semester hours of approved academic credit.

(Professional Standards Board; 515 IAC 1-7-13)

515 IAC 1-7-14 Renewal of any license expiring on or after July 1, 2004

Authority: IC 20-1-1.4-9

Affected: IC 20-1-1-6.5

Sec. 14. Any license expiring on or after July 1, 2004, may be renewed for an additional five (5) year term by one (1) of the following methods:

- (1) Completion of the process for certification by the National Board of Professional Teaching Standards (NBPTS) in a content area for which the NBPTS offers certification and submission to the board of written verification from the NBPTS that the certification process has been completed, regardless of whether the licensee succeeded in earning NBPTS certification.
- (2) Submission of a license renewal report that is approved by the board or its designee provided, however, that the license renewal report must be in a format approved by the board.
- (3) The license renewal report referred to in subdivision (2) must be submitted not earlier than twenty-four (24)

months before and not later than one hundred twenty (120) days after the expiration of the applicant's current proficient practitioner's license. If the license renewal report is approved, a certificate to that effect will be issued to the applicant and that certificate must accompany the application for license renewal.

(4) If only academic credits are used to fulfill all of the professional growth experiences for the renewal of a license and they were earned at an accredited teacher preparation program as defined by 515 IAC 3, the licensing advisor at that institution may review the license renewal report and submit the license renewal application for the applicant.

(5) An applicant is responsible for any delays in the issuance of a renewal license if the application for renewal is received by the board less than one hundred twenty (120) days prior to the license's expiration date.

(6) An applicant whose license is eligible for renewal under section 13 of this rule, but applies for renewal under this section, may not subsequently be granted a license renewal under section 13 of this rule.

(7) A professional growth team may be established by an applicant as part of the professional growth experiences requirement for renewal of a teaching license; however, such a team must be convened as part of the license renewal process for an administrator's license. The activities of the team shall be compatible with school improvement plans and professional development programs required by IC 20-1-1-6.5. A professional growth plan submitted for the renewal of an instructional license may not be used to renew a school administrator or a school services license, however, a professional growth plan submitted to renew a school administrator or school services license may also be used to renew an instructional license.

(8) No later than June 30 of each year, the board will publish any changes in the adopted format of the license renewal report and definitions of experiences which qualify as professional growth experiences under section 7 of this rule.

(9) A license that expires on or before the effective date of this rule must be renewed under 515 IAC 1-3.

(Professional Standards Board; 515 IAC 1-7-14)

515 IAC 1-7-15 Renewal of original administration and supervision licenses issued after January 1, 2002

Authority: IC 20-1-1.4-9

Affected: IC 20-1-1-6.5

Sec. 15. In order to renew an original administrator's and supervision license that was issued after January 1, 2003, its holder will be required to successfully complete the requirements of the SLLA unless he or she holds a current standard, provisional, or professional administration and supervision license issued by Indiana or an equivalent license issued by another state and he or she can verify at least three (3) years of full-time experience in an accredited kindergarten through grade 12 school in the appropriate position under that license. *(Professional Standards Board; 515 IAC 1-7-15)*

515 IAC 1-7-16 Incomplete applications

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 16. An incomplete application may be returned to the applicant who may be required to pay a new application fee in the event the application is resubmitted. The applicant is responsible for any delays caused by the submission of an incomplete application. *(Professional Standards Board; 515 IAC 1-7-16)*

515 IAC 1-7-17 Time for submission of application for renewal

Authority: IC 20-1-1.4-9

Affected: IC 20-6.1-2-1

Sec. 17. An application for renewal of a proficient practitioner license shall be submitted no sooner than sixty (60) days prior to the expiration date of the license. *(Professional Standards Board; 515 IAC 1-7-17)*

SECTION 2. 515 IAC 1-3 IS REPEALED.

SECTION 3. SECTIONS 1 through 2 of this document take effect July 1, 2003.

ADOPTION OF RULE BY BOARD

In accordance with the Indiana Professional Standards Board's statutory authority, the above rule text was adopted on March 19, 2003 during a regular meeting of the board at which a quorum was present. The vote approving the rule was ____ for and ____ against. All differences between the rule as adopted and the proposed rule published in the Indiana Register are set forth in an accompanying memorandum of revisions.

Roy Weaver, Chairman
Indiana Professional Standards Board

Date

ATTEST:

Marie Theobald, Executive Director
Indiana Professional Standards Board

Date

APPROVED AS TO LEGALITY:

Steve Carter,
Indiana Attorney General

Date

Frank O'Bannon,
Governor of the State of Indiana

Date

ACCEPTED FOR FILING:

Sue Ann Gilroy,
Indiana Secretary of State

Date